

Scope of Work

**United States Embassy Kyiv
Facility Maintenance Section**

4 Igor Sikorsky Street

Kyiv 04112

Ukraine

**Scope of Work
(SOW)**

STORAGE RACKS FOR FAC WORK SHOPS

Date: August 2016

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Scope of Work

1. General

This Scope of Work (SOW) is for the installation of storage racks platforms at the Facilities Maintenance Section (FAC) workshops at the USG Owned Property known as US Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.

1.1 Introduction

The U.S. Embassy in Ukraine has need of qualified contractor to manufacture and install steel storage platforms at the FAC workshops at the USA Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine. This project requires an experienced contractor to manufacture the storage racks and execute their installation.

1.2 Background

The existing FAC workshops are located inside the Warehouse building. The existing storage space at the workshops is limited to the storage cabinets with limited capacity, which results in inefficient storage of tools and materials. The available space may be utilized much more efficiently by adding the storage platforms.

1.3 Abbreviations

- 1.3.1 Point of Contact (POC)
- 1.3.2 Contracting Officer (CO)
- 1.3.3 Contracting Officer Representative (COR)
- 1.3.4 Contracting Officer Technical Representative (COTR)
- 1.3.5 Post Occupational Safety and Health Officer (POSHO)
- 1.3.6 Assistant Post Occupational Safety and Health Officer (APOSHO)
- 1.3.7 Material Safety Data Sheets (MSDS)
- 1.3.8 Personal Protective Equipment (PPE)
- 1.3.9 Occupational Health and Safety Act (OSHA)
- 1.3.10 Compound Access Control (CAC)

1.4 Objectives

The objective of this contract is to manufacture and install the steel platforms at the FAC workshops to increase the storage capacity and provide more efficient use of the available space. Minimum two years warranty must be provided for workmanship. The contractor should use materials with the manufacturer's warranty of not less than two years.

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2.0 Scope of Work

2.1 Design

- 2.1.1 Select or manufacture two individual steel storage racks platforms to be installed at the FAC Workshop rooms S104 and S123 (see attachment B, C).
- 2.1.2 Platforms shall consist of steel elements – columns, beams, perforated plates, stairs and handrails and shall be designed to be constructed of the standard steel profiles, locally available.
- 2.1.3 Platforms shall be structurally solid to provide safe use of the platform area, which is going to be used for storage purposes.
- 2.1.4 Load bearing elements of the platforms, including handrails and staircases should be calculated for standard values, specified in local construction code.
- 2.1.5 Structural stability of the storage racks platforms shall be provided.
- 2.1.6 Use of welding joints inside the Workshops building will not be allowed. An exclusively bolted joint of the platforms structural elements is allowed.
- 2.1.7 Storage platforms shall be properly anchored into the concrete flooring. It shall be free standing and not be connected to the building structural elements.
- 2.1.8 Completed design shall be submitted to the COTR (COR) for the review and approval together with calculations.
- 2.1.9 Contractor may use standard set of the prefabricated storage platform elements, in case it is available locally and does not require extended shipping time. In this case the information about proposed storage racks layout and size shall also be submitted to the COTR (COR) for the review and approval together with the manufacturer's specifications.

2.2 Installation

- 2.2.1 Install the storage platforms in accordance with the approved design.
- 2.2.2 Platforms structural elements shall be prefabricated at the contractor's workshop facility and be delivered on site ready for the installation. The size and weight of the element shall be such, which will allow manual transportation and installation inside the building.
- 2.2.3 All steel surfaces shall be properly prepared for painting, cleaned of rust and grease, primed with one coat of primer and painted with two coats of grey paint, which is used for painting of the interior steel surfaces. If any painted surfaces are damaged during construction works, they must be properly prepared, primed and painted after the end of installation process.

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- 2.2.4 Remove any debris daily and dispose them in accordance with the local laws. The Contractor should protect all existing surfaces and equipment in the area of work. Protection materials should be provided by the contractor. The contractor will repair or replace at his own cost if anything damaged due to the negligence of the contractor.
- 2.2.5 Repair or replace all defective and non-conforming work as directed by the COR.
- 2.2.6 Remove all tools, trash, and debris from the work site and contact the COR for final inspection.

2.3 Supplies and Tools

- 2.3.1 The contractor shall provide all necessary tools and equipment to perform the work.
- 2.3.2 All materials will be furnished by the contractor. Contractor shall use the high quality grey paint, used on the metal surfaces in heated interiors.

2.4 Safety Practices

- 2.4.1 Contractor shall follow Safety policy and be subject to review of safety practices by the COTR, COR, POSHO, and APOSHO.
- 2.4.2 Each contractor performing maintenance/contract work in a US Government facility shall be subject to the provisions of the OSH Act of 1970, and the current safety standards including OSHA 1910 (general industry) and 1926 (construction).
- 2.4.3 All on-site employees of the Contractor and its Subcontractors shall be required to perform this SOW according to the standards, policies and procedures equal to or more stringent than those found in OSHA's latest edition of the 1910 (General Industry) & 1926 (Construction).
- 2.4.4 It is the contractor's responsibility to promote good safety practices and eliminate hazards during the performance of work.
- 2.4.5 Work must be performed in a manner that provides a safe environment for the workers and Embassy personnel and visitors.
- 2.4.6 The contractor is responsible for ensuring that their employees comply with all applicable regulations, industry accepted safety practices and guidelines, as they apply to their discipline of work.
- 2.4.7 All products and supplies to be used by contractor shall not endanger the safety and health of building and property occupants, and shall be safe for the environment and comply with local laws, policies, standards and regulations.
- 2.4.8 Contractor will use all necessary P.P.E. to perform all cleaning and maintenance tasks and will ensure safety procedures are followed.

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- 2.4.9 Contractors shall be responsible for reporting all incidents immediately to the APOSHO in person or by telephone.
- 2.4.10 Contractors are responsible to ensure that all of the contractor's staff and any sub-contractors have been made aware of the Safety Practices in this SOW, as a minimum, and agree to compliance and sign the Compliance Acknowledgment. See "ATTACHMENT A."
- 2.4.11 A copy of the Compliance Acknowledgment must be kept at the work site for the duration of the project for each contractor/sub-contractor.

2.5 Quality Assurance / Quality Control

- 2.5.1 The services being performed hereunder and the supplies furnished will be inspected from time to time by the COR, or his/her authorized representatives, to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality.
- 2.5.2 The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such an inspection.

3.0 Requirements and Deliverables

- 3.0.1 The contractor must submit a list of personnel with ID type and numbers as well as the vehicle plates and models to the contact person (point 6.0) within 24 hours of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the AH.
- 3.0.2 The contractor must submit the design drawings of the mezzanine platforms in electronic and paper formats

4.0 Place of Performance/Hours of Operation

- 4.1 All work is to be performed on site at the U.S. Government facility known as the Embassy of the USA in Ukraine.
- 4.2 The USA Embassy is located at 4 Igor Sikorsky Street.
- 4.3 The general dimensions and elevations are presented on the schematic drawings Fig.1 and Fig.2.
- 4.4 Contractor personnel will report to the Service Controlled Access Center (SCAC).
- 4.5 The work has to be scheduled between 8:00 AM and 6:00 PM, Mondays through Fridays. No work should be planned for the American and Ukrainian official holidays. The official holidays information is provided below.
- 4.6 The contractor shall plan, coordinate, and schedule all work which will cause excessive noise, dust, and/or an interruption in service (loss of use) with the COR or his representative. Notification shall include the hours and dates of the service interruption and must be made at least 48 hours in advance. The contractor must

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schedule work to maintain flexibility since construction work may not be granted on the date(s) requested.

- 4.7 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 4.8 The Project start shall commence with contract award. The work shall be completed in six weeks period.

Calendar Year 2016

Date	Day	Country	Holiday
October 10	Mon	U.S.	Columbus Day
October 14	Fri	Ukraine	Ukrainian Defenders Day
November 11	Fri	U.S.	Veterans Day
November 24	Thurs	U.S.	Thanksgiving Day
December 26	Mon	U.S.	Christmas Day

5.0 Security

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. The contractor shall submit this information including service vehicle requirements within 24 hours of the notice to proceed. Security clearances must be completed on all personnel prior to being granted access and commencement of work.

6.0 Points of Contact

CO - Trisha Presto
COR- Tommy Heard
COTR - Igor Serpak

7.0 Attachments

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ATTACHMENT A

Compliance Acknowledgment of Safety Guidelines

I, the undersigned, have read, reviewed and acknowledge my understanding of the Compliance Guidelines, as set forth in the SOW document. In addition, my company and its employees are committed to the implementation of these items. We also realize that these statements are global, and the safety rules and regulations presented are minimum guidelines that must be followed:

Contractor Name _____

Date Name of Company Safety Representative Business Phone _____

24 Hour Emergency Contact _____

Authorized Signature _____